



LASSEN COUNTY CHILDREN AND FAMILIES COMMISSION

MEETING MINUTES

August 1, 2002, 1:30 p.m.

1345 Barry Creek Plaza, Suite B
Susanville, California

Commissioners Present: Karol Merten, Mae Sherman, , Doug McCoy, Patsy Jimenez, Elizabeth Elam, Bobby Malone, Jim Chapman, Janice Irvin.

Commissioners Absent: Dave Jones

Community Members: Barbara Tiner, Jon Grant, Janet Lasick

1. **Welcome and Introductions:** Chairperson, Karol Merten called the meeting to order at 1:35 p.m. Everyone was welcomed by the Chairperson, and all introduced themselves.
2. **Confirmation of New Members:** Doug McCoy and Mae Sherman were confirmed as new commission members.
3. **Approval of Agenda:** Bobby Malone moved that the agenda be approved as presented, Patsy Jimenez seconded the motion, there was no discussion, and the motion was unanimously approved.
4. **Consent Calendar:** The consent calendar was presented. Patsy Jimenez moved that the Consent Calendar be approved as submitted. Betsy Elam seconded the motion, there was no discussion, and the motion unanimously passed with no abstentions. The following items were covered by the Consent Calendar:

SUBJECT:	Approval of Minutes LCCFC Meetings of June 6, 2002
SUBJECT:	Approval of Fiscal Report
SUBJECT:	Approval of Travel: (1) Lake Tahoe for CBO Grant Review Meeting and CCAFA Retreat, (2) Evaluation meetings and trainings
5. **Mini Grant Applications:** Deb's Day Care application was considered. This is a very structured day care that utilizes school readiness models for children. Patsy Jimenez moved that this mini grant application be approved as submitted, and Jan Irvin seconded the motion. There was no discussion. Commission members voted to approve the grant with Bobby Malone abstaining.

Sierra Cascade Family Opportunities Head start: This is a \$9,945.00 request for a literacy for families and children program. It was clarified that this is specifically targeted for Lassen County, even though the applicant is from Plumas County. Betsy Elam stated that this goes along with the satellite literacy program that she is involved with right now. Patsy Jimenez moved that the application be approved at the current limit of \$7,500, Bobby Malone seconded the motion. Discussion was called for to clarify the amount. Jan Irvin abstained from voting. All other members unanimously approved the request in the amount of \$7,500.

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New Horizons Christian School: This is a playground equipment request. The question was raised whether all children can apply to attend this school. It was stated that anyone can apply, and the agency is applying for licensing for the preschool. It was suggested that if the grant is approved that all of the funds approved be targeted to equipment purchase only. The Commission can approve only \$7,500. Jim Chapman moved to approve the grant for \$7,500 for equipment purchase only. Patsy Jimenez seconded the motion. All members voted to approve the application, Karol Merten abstained.

6. **Review of Master Settlement Agreement Funding Request:** A letter requesting funding from the Board of Supervisors for family resource centers was presented. The letter was reviewed. It was suggested that more detail be included in the proposal. Bobby Malone moved that Laura revise the complete the package to be presented to the Board of Supervisors at a time certain on the 20th of August. Patsy Jimenez seconded the motion, there was no discussion, and the motion carried unanimously.

7. **New Logo Consideration:** The California Children and Families Commission has adopted a new logo as part of their branding campaign. They feel that the Children and Families First Initiative needs a logo that can be easily recognized and associated with the initiative. The current block and text they feel does not do a good job of identifying. In this light, they have adopted a new logo. They are encouraging all counties to adopt the same logo. After a brief discussion about the difficulties associated with changing our logo, and some brief comments on the style of the new logo, Betsy Elam moved that the new logo be used along with our old logo. Mae Sherman seconded the motion. Discussion was called for. All members voted with some reluctance, however unanimously, to use both logos.

8. **Strategic Plan Review:** A draft of the revised strategic plan was presented. The document was reviewed. It was suggested to remove the marketing and development consultant strategy from improved child development category. It was felt that this is beyond the fiscal abilities of the Commission and that the topic can be addressed in other ways locally by collaborating with others involved in recruiting child care providers. It was also suggested that oral health be listed under the Systems category in the Strategic Plan. Discussion over the allocation of funds for oral health ensued and it was suggested that the topic still be listed under systems, even though there is currently no funding that can be specifically allocated for it. The document will be revised and presented for a public hearing at the September meeting.

9. **Fiscal Sustainability and Leveraging Plan Development:** The draft Fiscal Sustainability Plan was presented for consideration. It was suggested that a committee work with Laura to fully understand all of the financial assumptions made in the

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document and then present the document to the Commission for consideration and possible action. Jim Chapman, Bobby Malone, and Karol Merten volunteered to work with Laura to review all of the assumptions and projections in the document. The draft Fiscal Leveraging Plan was presented. Jan Irvin, Patsy Jimenez, and Betsy Elam volunteered to work on a committee that would also consist of program and fiscal representatives from Health and Human Services, Social Services, Mental Health, and the Lassen County Office of Education. This committee will explore all of the fiscal leveraging opportunities that may exist in Lassen County for the target population of Prop 10.

10. **Director's Update:**

MEMBER RECRUITMENT: Recruitment is ongoing for two alternate members, one in Category Two, and one from Category Three. Supervisor Dahle is the Board appointed alternate member for the County Supervisor category.

LASSEN ORAL HEALTH TASK FORCE: The Lassen Oral Health Task Force meets on the 2nd and 4th Tuesday of each month. Meetings are held at 1345B Paul Bunyan Road. Currently, the Task Force is selecting educational materials to be used in a community education campaign. The minutes of their last meeting are attached for your convenience.

REGIONAL ORAL HEALTH PROJECT: The Regional Oral Health Project is continuing to work to address priority areas such as case management, public awareness and education, training for dentists and medical doctors to work with children, fluoride varnish programs, and facility and staff expansion. A resource manual is being developed in order to share all of the resources and ideas that have been developed or located during this project. Children's Oral Health is currently being developed as one of the State Commission's top priorities. I have spoken briefly in support of this priority at the State Commission meeting for the past two months. An initiative will be presented and acted upon by the State Commission in September. Included in your packet is the discussion paper that gives additional detail about the initiative as it is developing. If you have input that you wish to communicate to the State Commission let me know and I will get you in contact with the appropriate staff. Regionally, we are in the process of defining a concept of services, training, and education, to take to funders so that we can conduct a rural regional project.

CARES PROJECT: Currently 62 child care providers are enrolled in the program. \$44,900.00 has been distributed in stipends. Participants are attending trainings to upgrade their skills in serving children and also to qualify to participate in the program for a second and final year. The current project extends through June 30, 2003.

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SCHOOL READINESS PROJECT: Barbara Tiner and Tonya Jungwirth reported on progress being made on school readiness. The Westwood Family Resource Center has opened. Tonya is working with the school district to address school readiness issues. The first outreach activity, the Mom's Club, was held at the park. A portion of our technical assistance allocation with Center for Health Improvement is being dedicated to this project to establish an evaluation plan for implementation here in Lassen County. The ABS software will be utilized for data collection, case management, and evaluation. Training for the software occurred on the 30th and 31st of July.

AMERICORPS/VISTA PROJECT: Participating in tele-training opportunities regarding implementation of this project. Locally we are collaborating with Public Health and their fiscal representative on the best ways to establish the nuts, bolts, and mechanics of the home visiting program. The Birth and Beyond model is most likely the home visiting model that will be used. A portion of our technical assistance allocation with Center for Health Improvement is being used to establish an evaluation plan for implementation here in Lassen County. The ABS software will be utilized for data collection, case management, and evaluation.

NEW PARENT KIT: We have received our entire allotment of kits for FY 01-02 and most have been distributed to parents. We have a standing order of 25 kits per month for the current fiscal year. The extra videos have been received and are being prepared for distribution to Child Care Resource and Referral, the Susanville District Library, video stores, and other agencies that can utilize them for parent and care giver information and education. The Family Resource Center in Westwood will now be a point of distribution.

MINI GRANTS: Several of the mini grants you awarded are now complete. A detailed report on each grant will be provided for you in the annual report. For the fiscal year 02-03 you have allocated \$68,000 for mini grants with a maximum award of \$7,500. The application form has been modified to reflect your requested changes regarding capital improvements to private day care homes.

ANNUAL AUDIT/ANNUAL REPORT: The annual audit is being performed by Bartig, Basler & Ray, an accounting firm from the Sacramento area. Their bid price was the same as last year, \$1,500. They performed your audit last year, and also the Lassen County audit. The audit of your program will be complete and ready for public hearing at your October Meeting. The annual report is in progress and will also be ready for a public hearing at your October Meeting.

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11. **Open Comment:** Laura asked if anyone specifically recalled at the strategic planning workshop, the thoughts behind the funds allocated for the family resource center project. There is some confusion over how we arrived at the amount allocated. Laura was asked to research the question and bring the matter back to the commission at the next meeting for clarification and action.

12. **Adjourn:** The meeting was adjourned by the Chairperson at 4:00 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director